

Supreme Court of Kentucky

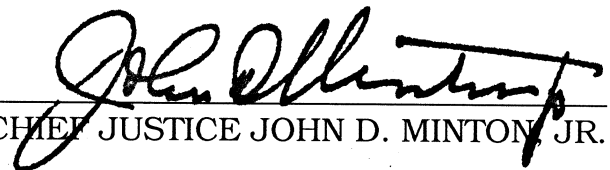
ORDER

**IN RE: ORDER APPROVING THE RULES OF COURT PRACTICE AND
PROCEDURE FOR THE 5TH JUDICIAL CIRCUIT, FAMILY
COURT DIVISION, CRITTENDEN, UNION, AND WEBSTER
COUNTIES**

Upon recommendation of the Judges of the 5th Judicial Circuit, and
being otherwise sufficiently advised,

The Rules of Court Practice and Procedure for the 5th Judicial Circuit,
Family Court Division, Crittenden, Union, and Webster counties, are hereby
approved. This order shall be effective as of the date of this Order, and shall
remain in effect until further orders of this court.

Entered this the 5th day of April 2012.


CHIEF JUSTICE JOHN D. MINTON, JR.

RULES OF COURT
PRACTICE AND PROCEDURE
COMMONWEALTH OF KENTUCKY

FIFTH JUDICIAL CIRCUIT
FAMILY DIVISION

TABLE OF CONTENTS

RULE 1	INTRODUCTION/ADMINISTRATIVE PROCEDURE	
101	Preface.....	1
102	Effective Date.....	1
103	Citation.....	1
104	Holidays.....	1
RULE 2	COURT SCHEDULING / MOTION HOUR / PROCEDURES FOR FILING	
201(A)	Webster Family Court.....	1-2
201(B)	Union Family Court.....	2
201(C)	Crittenden Family Court.....	2
202	Exceptions to Regular Motion Hour Schedule.....	3
203	Filing, Notice and Service of Motions.....	3-4
204	Entry of Orders and Judgments.....	4
RULE 3	ADOPTIONS/TERMINATION OF PARENTAL RIGHTS	
301	Temporary Custody Order.....	5
302	Obtaining Date and Time for Hearings in Adoption Cases.....	5
RULE 4	DOMESTIC VIOLENCE PROTOCOL AND 24 HOUR ACCESS POLICY	
401	Procedures for Filing and Obtaining Emergency Protective Orders.....	5
402	Violation of Domestic Violence Orders.....	5-6
RULE 5	PATERNITY	
501	Motion Practice.....	6
502	Reopening Fee.....	6
503	Permission to Review and Copy Paternity Case Files.....	6
RULE 6	DEPENDENCY, ABUSE, AND NEGLECT	
601	Procedure for Emergency Custody Orders.....	7

602	The Effects of Service on Only One Parent/Persons Exercising Custodial Control or Supervision.....	7
603	Time for Temporary Removal Hearing.....	7
604	Guardians ad Litem.....	7
605	Records and Transcripts.....	8
RULE 7	DOMESTIC RELATIONS PRACTICE	
701	Appearances, Waivers, and Agreements.....	8
702	Required Filing of Preliminary Mandatory Disclosure.....	8
703	Obtaining Date for Case Management Conference.....	8
704	Trial.....	8
705	Mediation.....	8-9
RULE 8	STATUS OFFENSES	
	There are no local rules pertaining to Status cases.....	9
RULE 9	MISCELLANEOUS	
901	Identification of Counsel or Party Required.....	9
902	Protection of Personal Identifiers.....	9-10
903	Video Copies of In-Chamber Interviews with Children.....	10
904	Requests for Confidential Video Records.....	10
905	Warning Order Attorney and Guardian ad Litem Fees.....	10-11
Appendix A	Domestic Violence Protocol.....	12

RULE 1 INTRODUCTION/ADMINISTRATIVE PROCEDURE

101 Preface

These are the Uniform Rules of Court Practice and Procedures of the Fifth Judicial Circuit, Family Division (Crittenden Family Court, Union Family Court and Webster Family Court). These rules supplement the Kentucky Family Court Rules of Procedure and Practice (FCRPP), the Kentucky Rules of Criminal Procedure (RCr). These rules shall be the only operative Family Court Rules of the Fifth Judicial Circuit. All previous rules adopted in the Fifth Judicial Circuit, Family Division, are hereby rescinded.

102 Effective Date

The effective date of these rules shall be thirty (30) days after Kentucky Supreme Court approval.

103 Citation

These Rules shall be cited as Local Rule _____ Fifth Circuit/Family Court.

104 Holidays

Holiday schedules may be obtained at the Crittenden Circuit Clerk's Office, Union Circuit Clerk's Office and the Webster Circuit Clerk's Office.

RULE 2 COURT SCHEDULING / MOTION HOUR / PROCEDURES FOR FILING

201 (A) Webster Family Court

- (1) All motions filed in Webster Family Court in cases assigned with a "CI" case number, except in cases in which the County Attorney is involved in child support enforcement and collection, will be heard on the second and fourth Monday of each month.
- (2) All motions filed in paternity proceedings and in those cases assigned with a "CI" case number in which the County Attorney is involved in the enforcement and collection of child support will be heard on the first and third Monday of each month.
- (3) Motions in Dependency, Neglect and Abuse, Status Offense and Domestic Violence actions, shall be noticed for and heard on the first, second, third or fourth Monday of each month.
- (4) Emergency Dependency, Neglect and Abuse, and Status cases may be heard on any day of the week as ordered by the court.

- (5) There will be no regularly scheduled motions to be heard on the fifth (5th) Monday of each month.

201 (B) Union Family Court

- (1) All motions filed in Union Family Court in cases assigned with a “CI” case number, except in cases in which the County Attorney is involved in child support enforcement and collection, will be heard on the second and fourth Wednesday of each month
- (2) All motions filed in paternity proceedings and in those cases assigned with a “CI” case number in which the County Attorney is involved in the enforcement and collection of child support will be heard on the first and third Wednesday of each month.
- (3) Motions in Dependency, Neglect and Abuse, Status Offense and Domestic Violence actions, shall be noticed for and heard on the first, second, third or fourth Wednesday of each month.
- (4) Emergency Dependency, Neglect and Abuse, and Status cases may be heard on any day of the week as ordered by the court.
- (5) There will be no regularly scheduled motions to be heard on the fifth (5th) Wednesday of each month.

201 (C) Crittenden Family Court

- (1) All motions filed in Crittenden Family Court designated as a paternity case and cases assigned with a “CI” case number will be heard on the second and fourth Tuesdays of each month.
- (2) Motions in Dependency, Neglect and Abuse, Status Offense and Domestic Violence actions, shall be noticed for and heard on the first, second, third or fourth Tuesday of each month.
- (3) Emergency Dependency, Neglect and Abuse, and Status cases may be heard on any day of the week as ordered by the court.
- (4) There will be no regularly scheduled motions to be heard on the fifth (5th) Tuesday of each month.

202 Exceptions to Regular Motion Hour Schedule

- A. There will be no Motion Hour during the week of the Judicial College or through the period of December 24th through January 1st of each year. No Motions shall be noticed to be heard on a state holiday. If the court is closed for any unforeseen reason, i.e., inclement weather, the Motion must be renoticed by the party filing the Motion to be heard on a regular scheduled Motion Hour.
- B. Any Motion expected to require a lengthy hearing, i.e., more than fifteen minutes, may be assigned for a hearing at a specific time other than the regular scheduled Motion Day by the Office of the Family Court.
- C. For good cause shown, a Motion may be heard by telephonic conference at the discretion of the Judge. Dates and times for telephonic conferences may be obtained through the Office of the Family Court.

203 Filing, Notice and Service of Motions

- A. Motions shall be filed at least seven (7) days prior to the scheduled hearing date. Responses, if any, shall be filed and served at least two (2) days prior to the hearing date. Service of the motion shall occur at least three (3) business days prior to the hearing date. These time limits may be waived by the court on a showing of good cause or in the interest of justice.
- B. The Clerk shall keep a motion docket for those motions to be heard on regular motion days. The motion docket will be called on motion day. The court, in its discretion, may hear and determine any motion or other matter before it at any time in accordance with the rules of civil procedure.
- C. All motions, except those included in an answer, when served on the adverse party, shall contain a date on which said motion shall be heard. Any motion noticed which fails to include the date of the hearing shall be treated as if no motion has been filed.
- D. All motions to compel discovery shall contain a certificate, by counsel, that she or he has conferred or corresponded with opposing counsel and that they are unable to reconcile their differences without hearing. The court may, at its discretion, allow attorneys fees and impose appropriate sanctions against counsel who fail to reasonably comply with discovery requests.
- E. Motion shall be made under CR 78(2) which makes provision for the determination of motions without oral hearing upon brief written statements of reasons in support and opposition.

Movant shall state that the motion is made under CR 78(2) and shall direct the opposing attorney's attention to the fact that under this rule the motion may be granted routinely by the Court ten (10) days after filing unless an objection is received or a response filed. An appropriate order shall be submitted with the motion.

If a party opposing the motion desires oral hearing, they shall so state, and proceed to notice the motion for the following motion day.

- F. All pleadings, motions, documentation (except items of evidence), shall be typewritten. Motions may be filed by facsimile in the appropriate Clerk's office within the time limits provided for in these rules but a hard copy of the motion shall be subsequently filed of record.
- G. All pleadings shall contain the correct mailing and email addresses and telephone number of the party or attorney filing the pleading.
- H. Copies of all motions shall be mailed to:

Hon. William E. Mitchell
Family Court Judge
P.O. Box 398
Dixon, Kentucky 42409

204 Entry of Orders and Judgments

In civil cases, whenever any ruling is made, verdict rendered, or judgment rendered, an order or judgment in conformity therewith shall be prepared by counsel for the successful party, shall be endorsed "Have Seen" by counsel for all parties thereto as in conformity to the ruling or judgment, and shall be presented to the Circuit Clerk for entry. If the party against whom the order or judgment is entered is not represented by counsel, that fact shall be endorsed thereon.

When the proposed order or judgment is ready for entry, it shall be delivered to the office of the Circuit Clerk for the signature of the Judge. When signed by the Judge, the order or judgment shall be submitted to the Clerk for entry. Counsel may waive in writing service of any order or judgment, and notice of entry.

All orders and judgments shall be prepared as separate instruments.

RULE 3 ADOPTIONS/TERMINATION OF PARENTAL RIGHTS

301 Temporary Custody Order

Temporary Custody Orders granted pursuant to KRS 199.473(7) shall be SEALED, and not opened to inspection by persons other than the parties to such proceedings and their counsel.

302 Obtaining Date and Time for Hearings in Adoption Cases

- A. Parties may secure a date and time for all hearings in Adoption cases by contacting the Office of the Family Court at 270-639-5094.
- B. Parties will be directed to submit proposed Findings of Fact and Judgment of Adoption for approval by the court prior to obtaining a date for a Final Hearing in an Adoption case.

RULE 4 DOMESTIC VIOLENCE PROTOCOL AND 24 HOUR ACCESS POLICY

401 Procedures for Filing and Obtaining Emergency Protective Orders

The Twenty-Four Hour Accessibility to Emergency Protective Orders and Local Joint Jurisdiction Domestic Violence Protocol is attached hereto as Appendix A and incorporated herein by reference. During the hours of 8:00 a.m. - 4:00 p.m. Monday through Friday, a person who wishes to obtain an Emergency Protective order should go to the Circuit Clerk's Office in their respective county and file a Domestic Violence Petition. At times other than these regular Circuit Court business hours, the person seeking protection should contact any sworn peace officer (local city police, sheriff's office or the state police) or the County Attorney in their respective county to obtain a Domestic Violence Petition. The above designated person, receiving a completed Domestic Violence Petition after regular Circuit Court business hours, is authorized to administer an oath to the Petitioner affirming the truthfulness to the contents of the petition and shall sign their name and office position to the petition as witness and verification of said oath. The completed, sworn Domestic Violence Petition shall immediately be presented to the Family Court Judge of the Fifth Judicial Circuit. If not available, the petition may be presented to any Trial Commissioner, District Judge or Circuit Judge of the Fifth Judicial Circuit. If no authorized individual can be found in the Fifth Judicial Circuit, the officer shall present the verified petition to the Family Court Judge, Circuit Judge, District Judge or Trial Commissioner in any surrounding county.

402 Violation of Domestic Violence Orders

- A. Without limiting a party's choice of remedies, alleged violations of Domestic Violence Orders should be referred to the Crittenden District Court, Union District Court and Webster District Court for possible prosecution, except as set forth in 402 (B).

- B. Without limiting a party's choice of remedies, alleged violations of Domestic Violence Orders pertaining to visitation, child support, counseling, or firearms provisions should be initiated through the Crittenden Family Court, Union Family Court and Webster Family Court and scheduled for contempt hearings on the appropriate Crittenden, Union and Webster Family Court dockets.

RULE 5 PATERNITY

501 Motion Practice

All Motions in Paternity cases shall be filed and noticed for a hearing in accordance with Rule 201.

502 Reopening Fee

Pursuant to FCRPP 14(1), a \$50.00 reopening fee shall not be paid for motions in cases brought pursuant to Title IV-D of the Social Security Act for child support modification or enforcement. However, where an action is initiated pursuant to Title IV-D but subsequent motions regarding child support, custody or visitation are brought by a private attorney or are filed by a party pro se, rather than by Title IV-D counsel, the fee shall be charged unless the motion is brought in forma pauperis.

503 Permission to Review and Copy Paternity Case Files

- A. An attorney seeking permission to review and copy a paternity case file must first file a notice of representation signed by a party with a notarized release authorizing that attorney to inspect the parties' paternity case file for reasons relating to representation in that action of a party thereto. Regardless of the subsequent representation or non-representation of the party, any information contained in such file is confidential and subject to the attorney-client privilege.
- B. Either party to a paternity action shall be permitted to inspect the order entered in the action to which he is a party.
- C. The Clerk's Office shall permit any County Attorney involved in this particular case, and attorneys and Guardians ad Litem who are representing incarcerated parents in paternity cases to have access to the records of those actions.
- D. All other persons desiring to inspect a paternity case file shall first obtain an order from the court permitting such inspection.

RULE 6 DEPENDENCY, ABUSE, AND NEGLECT

601 Procedure for Emergency Custody Orders

- A. During normal working hours, 8:00 a.m. to 4:00 p.m. Monday through Friday, excluding holidays, persons seeking an Emergency Custody Order (ECO) shall come to the Circuit Court Clerk's Office in the County where the request is being made.
- B. After working hours, 4:00 p.m. to 8:00 a.m. Monday through Friday and on weekends, the Family Court Judge or the District Court Judge shall be contacted.

602 The Effects of Service on Only One Parent/Persons Exercising Custodial Control or Supervision

The judge may permit the Temporary Removal Hearing or the Adjudicatory Hearing to go forward when the non-custodial parent has not been served in accordance with FCRPP 18(1) if it is established on the record that petitioner has made diligent efforts to serve all other parties including initiating contact with the Child Support Division of the county Attorney's Office in an attempt to locate any absent parent. The petitioner shall make continuing diligent efforts after the hearing to locate and notify all persons who were not served.

603 Time for Temporary Removal Hearing

- A. The Temporary Removal hearing shall be held within 72 hours, excluding holidays and weekends, of the issuance of an ECO. The time and date for the Temporary Removal Hearing may be obtained by contacting the Office of the Family Court Judge.
- B. The Temporary Removal hearing shall be held no earlier than the day following the filing of the petition to allow time for service to be attempted.

604 Guardians ad Litem

In every Dependency, Neglect and Abuse Proceeding, the court shall appoint a Guardian ad Litem to represent the child. The Guardian ad Litem shall be appointed as soon as the first document comes into the Family Court Clerk's Office from a list of Guardians ad Litem prepared by the court.

Any attorney desiring to be placed on the list of Guardians ad Litem must first complete the Training for Dependency, Neglect and Abuse Cases offered by the Administrative Office of the Courts.

605 Records and Transcripts

A videotaped record of all proceedings shall be kept and copies shall be available to the parties and their counsel upon request in accordance with the provisions of FCRPP 27.

RULE 7 DOMESTIC RELATIONS PRACTICE

701 Appearances, Waivers, and Agreements

- A. Any unrepresented party who signs and acknowledges an appearance and waiver or agreement shall do so before a notary or deputy clerk.
- B. No entry and appearance shall be signed prior to the filing of a petition.

702 Required Filing of Preliminary Mandatory Disclosure

The parties are directed to file with the court the Preliminary Verified Disclosure Statement and a courtesy copy shall be sent to the Office of the Family Court Judge at P.O. Box 398, Dixon, Kentucky 42409, at least seven (7) days prior to the date of the Case Management Conference.

703 Obtaining Date for Case Management Conference

The date for conducting the Case Management Conference as required by FCRPP 2(6) may be obtained by Motion filed with the court to be heard on the regular motion day with notice to all parties or by a telephone conference call with the Office of the Family Court Judge with attorneys for all parties being included and the call to be initiated by the party seeking the Case Management date.

704 Trial

The Trial date may be obtained following the completion of the Case Management Conference.

705 Mediation

- A. Referral to Mediation Pursuant to FCRPP 2(6), The parties may voluntarily agree to submit the case to mediation or the court may, by appropriate Order, refer the case to mediation with or without the consent of the parties. Cases shall be referred to a court approved mediator unless the parties otherwise agree to use of a mediator not on the approved list. However, any such mediator must possess the same qualifications as a mediator on the approved list.

B. Confidentiality All mediation documents and mediation communications are confidential and shall not be disclosed except as ordered by the court for good cause shown. They are not subject to disclosure through discovery or other process, and are not admissible into evidence in any judicial or administrative proceeding. An exception to this rule is that the mediator shall be responsible for reporting abuse according to KRS 209.030 and KRS 620.030.

C. Reporting to the Court

- (1) If a case is settled prior to or during mediation, an attorney for one of the parties shall prepare and submit to the court an order reflecting the fact of settlement as in any other case.
- (2) If some but not all of the issues in the case were settled during mediation or if agreements are reached to limit discovery, or on any other matter, the parties shall submit a joint statement to the court enumerating the issues that have been resolved and the issues that remain for trial. This statement shall be submitted within ten (10) days of the termination of mediation. Unsettled cases shall then be returned to the court's active docket.

RULE 8 STATUS OFFENSES

There are no local rules pertaining to Status cases. For uniform statewide rules of procedure see FCRPP 37 through 44.

RULE 9 MISCELLANEOUS

901 Identification of Counsel or Party Required

Every pleading, motion and any other paper filed in the record by counsel or party shall contain the case number, typed or printed name, address, telephone number and e-mail address of the attorney or party signing the paper.

902 Protection of Personal Identifiers

- A. The Family Court Case Data Sheet must be fully completed in all cases. In addition, all pleadings must comply with the requirements of KRS Chapters 205, 403, 405, 406 and 407 by providing the personal identifying information required in those chapters. However, except as set forth in paragraph B below, where personal identifiers are required by statute or contained in other documents or exhibits filed with the court pursuant to the above-stated chapters, parties shall comply with CR 7.03(1)(b) by filing one copy from which any personal data has been redacted and filing an unredacted copy in a marked and sealed envelope. The clerk of the court shall allow the unredacted sealed copy of the pleading, document, or exhibit containing personal identifiers to be accessed only by a party to the case, an attorney of record in the case, a judge of the court or other

authorized court personnel, a duly authorized employee or agent of the Cabinet for Health and Family Services involved in child support matters attendant to the case, or a person authorized to view the copy by specific orders of the court. As used in this section, "personal identifier" means a Social Security number or taxpayer identification number, date of birth, or financial account number.

- B. Pleadings, documents, or exhibits filed in actions deemed confidential by statute need not be redacted, and any access to those files shall be governed by KRS 199.507, KRS 610.340, KRS 625.045 and KRS 625.108.

903 Video Copies of In-Chamber Interviews with Children

Pursuant to FCRPP 17, the Circuit Clerk's Office shall not release any Family Court Division video in-chamber interviews with children without a specific written order of the Family Court Judge. An individual requesting a judicial order must provide the Family Court Judge a written explanation for the request which specifically indicates the portion of the video record being requested is an in-chamber interview with a child and specific purpose for the request.

904 Requests for Confidential Video Records

The Circuit Clerk's Office shall not release any copies of a Family Court confidential video recording, except as authorized in Paternity actions, without a specific written order from the Family Court Judge. An individual requesting a judicial order must file a written motion, with notice to all parties, including the child's Guardian ad Litem, if any, and set forth the purpose for the request.

Pursuant to KRS 610.340(2), this shall not apply to public officers or employees engaged in the investigation and prosecution of cases under KRS Chapters 600 through 645 or other prosecutions authorized by the Kentucky Revised Statutes, as certified by that public officer or employee. Said public officer or employee shall use and distribute this information only for investigation or prosecution of offenses under the Kentucky Revised Statutes.

905 Warning Order Attorney and Guardians ad Litem in Non-Juvenile Cases

- A. Appointment.

Warning order Attorneys and Guardians ad Litem shall be appointed from a list of attorneys who are in good standing with the local county Bar Association and have been approved by the presiding Family Court Judge

B. Warning Order Attorney and Guardian ad Litem Fees.

1. Motions for compensation shall be accompanied by an affidavit indicating:
 - a. The statutory basis for appointment;
 - b. The hours of service rendered with a brief description of the services rendered and reasonableness of the fee requested; and
 - c. That the action or proceedings have been concluded.

C. Payment of Fees.

The Circuit Clerk shall pay any remitted fees to the Warning Order Attorney/Guardian ad Litem upon the approval of the motion requesting compensation.

D. Costs.

All Warning Order Attorney and Guardian ad Litem fees paid pursuant to this rule are to be taxed as costs.



Hon. William E. Mitchell

Circuit Judge

Family Court Division

Date: 3/22/12



Hon. C. Rene' Williams

Circuit Judge

Date: 3/22/12

APPENDIX A

TWENTY-FOUR (24) HOUR ACCESSIBILITY TO EMERGENCY PROTECTIVE ORDERS AND LOCAL JOINT JURISDICTION DOMESTIC VIOLENCE PROTOCOL FIFTH JUDICIAL CIRCUIT AND DISTRICT CRITTENDEN, UNION AND WEBSTER COUNTIES

Pursuant to KRS 403.735, and in compliance with Family Court Rules of Procedure and Practice (FCRPP) Section IV, this local domestic violence protocol is established to ensure twenty-four (24) hour accessibility to emergency protective orders and to establish written procedures for domestic violence matters in which there may be joint jurisdiction between the circuit/family and district courts.

I. Uniform Protocol for Handling Cases

- A. All domestic violence cases must be processed consistent with the rules and procedures set forth in the Kentucky Circuit Court Clerk's Manual.
- B. All cases will be assigned a "D" case number with the appropriate trailer number within the court case management system and may not be consolidated with any other case type.
- C. Marriage dissolution proceedings filed in the Fifth Judicial Circuit Court or any other court shall not suspend, alter or vacate domestic violence proceedings in the Fifth Judicial Circuit Court. All Emergency Protective Orders and Domestic Violence Orders issued by either court shall remain in effect unless specifically altered or vacated by subsequent orders of the appropriate court. Once marriage dissolution is filed in the Fifth Judicial Circuit Court or any other Circuit Court, all matters concerning visitation, custody and support, maintenance, and other items not concerned with individual protection shall be heard in the dissolution proceedings.
- D. No jurisdiction shall adopt a blanket "no-drop" policy. Domestic violence cases are civil matters within the purview of CR 41.01.
- E. Domestic violence cases shall be reassigned or transferred to another circuit under the following circumstances:

When it is discovered, subsequent to the entry of an EPO, that a dissolution or child custody proceeding is pending in another county, then the domestic violence case filed in this circuit shall be transferred to the circuit where dissolution/child custody case is pending. This Court shall continue reissuing the EPO until the matter can be heard by the Judge in the other circuit in accordance with KRS 403.740(4).

(Consistent with FCRPP 12, when the local domestic violence protocol requires that a case be transferred to another circuit due to a pending dissolution or custody matter, an emergency protective order shall continue and the summons shall be reissued by the initiating court, pursuant to KRS 403.740(4), for a period not to exceed fourteen (14) days if service has not been made on the adverse party by the date of transfer, or as the court determines is necessary for the protection of the petitioner. Thereafter, reissuance of the summons shall occur as needed in the court of transfer.)

II. Twenty-four Hour Accessibility

- A. The following agencies and officers are authorized to take domestic violence petitions and administer oaths to petitioner **during** regular business hours:

During the hours of 8:00 a.m. - 4:00 p.m. Monday through Friday, a person who wishes to obtain an EMERGENCY PROTECTIVE ORDER should go to the Circuit Court Clerk's office in their county and file a DOMESTIC VIOLENCE PETITION.

- B. The following agencies and officers are authorized to take domestic violence petitions and administer oaths to petitioner **after** regular business hours and weekends:

At times other than these regular Circuit Court business hours, the person seeking protection should contact any sworn peace officer (local city police, sheriff's office or the state police) or the County Attorney in their respective county to obtain a Domestic Violence Petition. The above designated person, receiving a completed Domestic Violence Petition after regular Circuit Court business hours, is authorized to administer an oath to the petitioner affirming the truthfulness to the contents of the petition and shall sign their name and office position to the petition in witness and verification of said oath.

- C. Upon receipt of a petition **during** regular business hours, the authorized agency/officer shall present the petition to the following:

The completed, sworn Domestic Violence Petition shall be presented to the Family Court Judge of the Fifth Judicial Circuit. If not available, the petition may be presented to any Trial Commissioner, District Judge or Circuit Judge of the Fifth Judicial Circuit. If no authorized individual can be found in the Fifth Judicial Circuit, the officer shall present the verified petition to the Family Court Judge, Circuit Judge, District Judge or Trial Commissioner in any surrounding county.

- D. Upon receipt of a petition **after** regular business hours, the authorized agency/officer shall present the petition to:

The completed, sworn Domestic Violence Petition shall be presented to the Family Court Judge of the Fifth Judicial Circuit. If not available, the petition may be presented to any Trial Commissioner, District Judge or Circuit Judge of the Fifth Judicial Circuit. If no authorized individual can be found in the Fifth Judicial Circuit, the officer shall present the verified petition to the Family Court Judge, Circuit Judge, District Judge or Trial Commissioner in any surrounding county.

- E. Petitions will be reviewed within an hour of presentation to a judge or trial commissioner unless it is impossible due to the unavailability of a judge or trial commissioner.

- F. The schedule for domestic violence hearings is as follows:

- (1) **Webster Family Court.** Domestic Violence hearings shall be held on the first, second, third or fourth Monday of each month in Webster County Family Court at 11:00 a.m. except for state holidays or in the event of court being cancelled for any unforeseen reason.
- (2) **Crittenden Family Court.** Domestic Violence hearings shall be held on the first, second, third or fourth Tuesday of each month in Crittenden County Family Court at 11:00 a.m. except for state holidays or in the event of court being cancelled for any unforeseen reason.
- (3) **Union Family Court.** Domestic Violence hearings shall be held on the first, second, third or fourth Wednesday of each month in Union County Family Court at 11:00 a.m. except for state holidays or in the event of court being cancelled for any unforeseen reason.

III. Contempt Proceedings

- A. Pursuant to KRS 403.760, civil and criminal proceedings for violation of a protective order for the same violation of a protective order shall be mutually exclusive.

- B. Petitioners seeking to initiate contempt proceedings should contact:

Circuit Clerk's Office in county where protective order is entered and file completed affidavit on form AOC- 275.5.

- C. No petitioner may be held in contempt for failing to appear at a domestic violence hearing or to prosecute a criminal violation of a protective order.

All general orders, forms, policies and procedures relating to domestic violence within the judicial circuit are attached to this protocol and incorporated by reference.

The above protocol is adopted by all judges in the 5th Circuit/District:

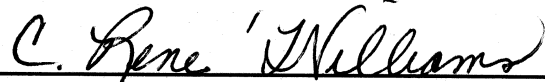


Hon. William E. Mitchell

Circuit Judge

Family Court Division

Date: 3/22/12



Hon. C. Rene Williams

Circuit Judge

Date: 3/21/12



Hon. Daniel M. Heady

District Judge

Date: March 19, 2012